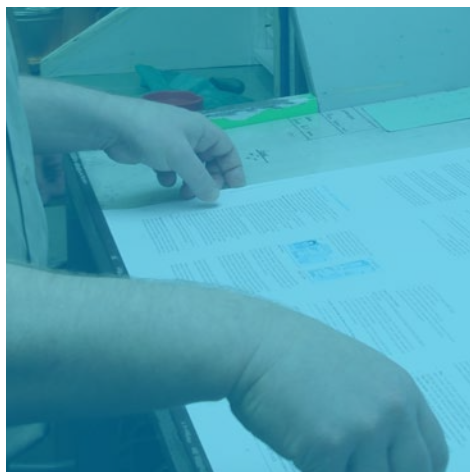
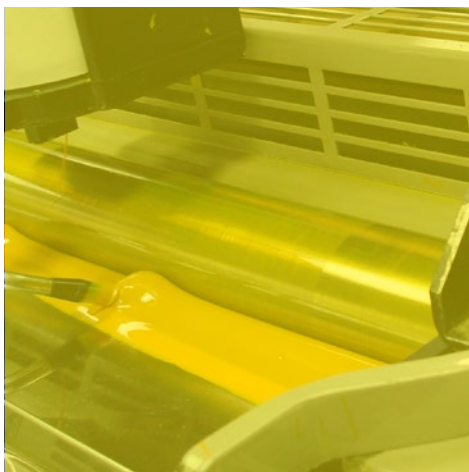
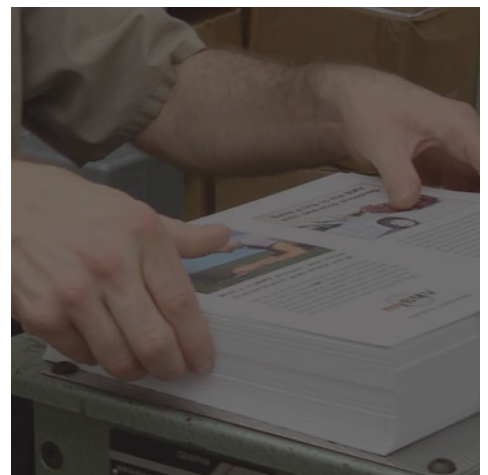
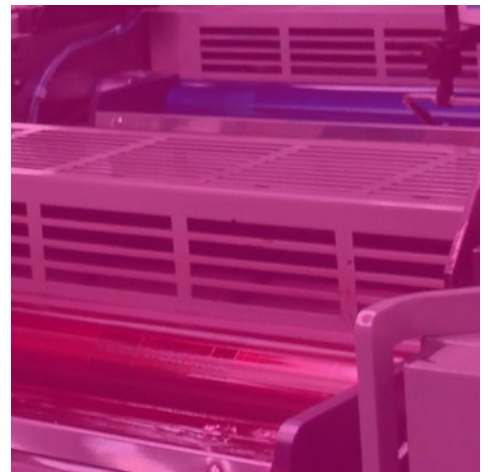
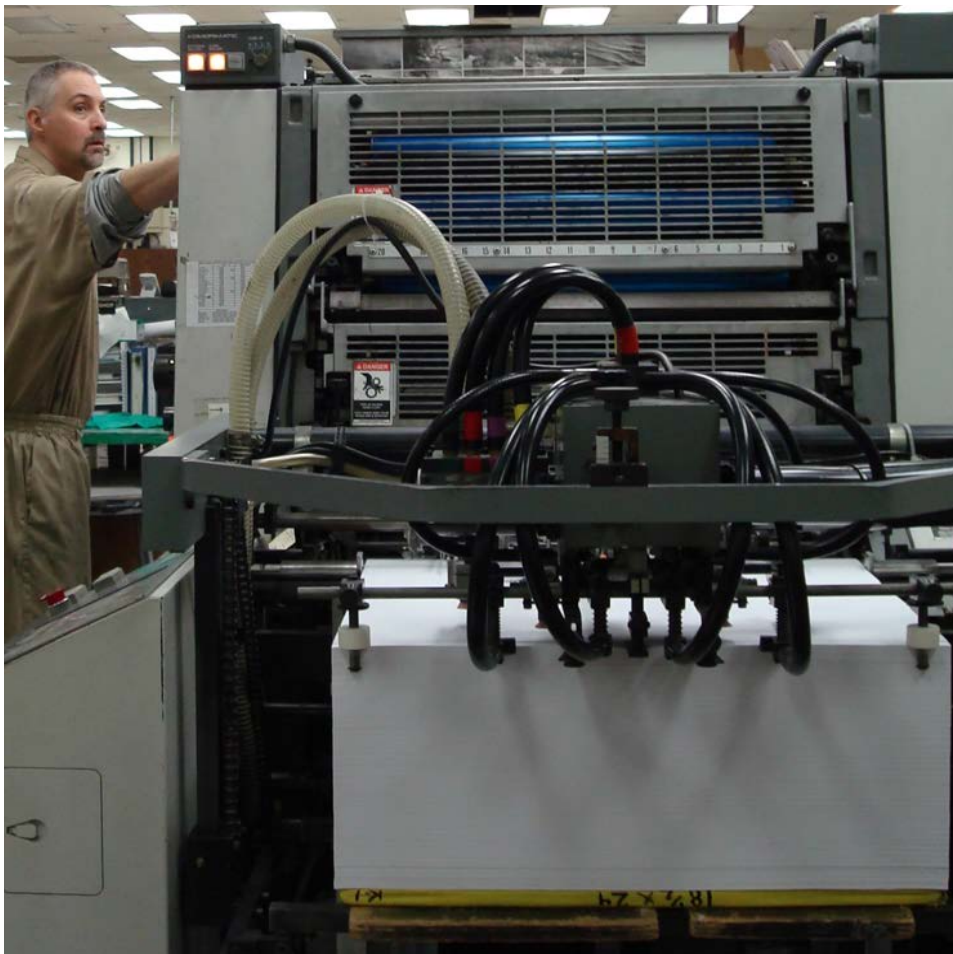




# Custom Printing & Graphic Design Services

2010 E. New York Street | Indianapolis, IN 46201  
(317) 955.6800 direct | (800) 736.2550 toll free | (317) 234.7635 fax





The PEN's print shop is located at the Wabash Valley Correctional Facility in Carlisle, Indiana. Over 50 of our offender workers are enrolled in the U.S. Department of Labor apprenticeship program.

The print shop provides services to State agencies and private sector companies within the State of Indiana.

With a fast-paced environment, the print shop provides a quick turnaround time and can add UPS shipping to your order for ground or overnight delivery.

**Please contact our PEN Print Sales Representative at (317) 955.6800 for a cost estimate or quote.**



## Graphic Design Services Available

PEN has a full-time graphic designer on staff to assist with creating professional marketing materials for your business.

Our creative expert will meet with you to discuss your needs, ideas and start the creative process.

**Please contact our PEN Print Sales Representative at (317) 955.6800 to set up an appointment.**



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## Print Services Offered

**Advertisement Pieces | Annual Reports | Booklets | Brochures | Desk Pad Calendars  
Letterheads | Manuals | Monthly Planners | Pamphlets | Pocket Folders | Posters  
Promotional Flyers | Specialty Die-Cut Projects | Variety of Envelope Sizes and Types  
And much more...**





## Printing Capabilities

### **Sakurai 6-color, 29" Press with IR Drying System and Aqueous Coating**

Prints colored material that includes, but not limited to: annual reports, flyers, tri-fold brochures, pocket folders, bookmarks, small posters, calendars, monthly planners, rack cards and manuals.

Prints on a variety of thickness and sizes of paper (*ex: Repositional, Tyvek, Polyart*).

### **Digital Press, Full Color Runs 13" x 19" paper size**

Prints full color small runs with quick turnaround time.

The machine can print: small pamphlets, spiral books (*100-pages or less*), flyers, posters (*up to 12" x 18"*), business cards and variable data printing.

### **EPSON Stylus Pro Plotter**

Prints low quantities of large posters (*size: 24" x 36"*).

Prints posters and proofs on high quality, semi-matte paper.

### **Halm Super-Jet, 2-color Envelope Press**

Prints a variety of envelopes from small A4 to 11" x 13".





## Binding Capabilities

### Folders

Folds sheet sizes from 5.5" x 8.5" to 26" x 40";  
folds from 4 to 64 pages;  
folds 3 11/16" x 8.5" to 8.5" x 11";  
perforates; scores; and trims.

### Cutters

Cuts sheets of various thickness up to 56" in length.

### Saddle Stitcher & Collator

Collates up to 7 signatures including cover;  
Stitches 2, 3, and 4 staples;  
Trims 3 sides to insure consistent book, magazine,  
and annual report making.

### Padding

Uses hot glue to pad several sheets of paper  
with a thickness of 3/4" or sizes of up to 14" in length.

### Numbering

Numbers up to 3 sequential, series, etc.  
on various paper sizes up to 11" x 14".

### Drilling

Drills holes for ledgers, medical charts,  
2-hole and 3-hole ring binding, corner  
and center holes for hanging.

### Stitchers

Saddle stitch, side wire stitch for small reports,  
manuals, newsletters.

### Special

- Cold lamination for posters, book covers
- Hot lamination
- Dry-erase lamination
- Plastic coil for spiral binding
- Packaging kits
- Foam board mounting for presentations
- Custom mailing available

***PEN also provides quotes for services such as  
UV coating, vinyl banners and perfect binding.  
The print shop is looking to expand it's services  
in the near future!***

